

~~CIA INTERNAL USE ONLY~~

CIA INTERNAL USE ONLY

- 2 -

SUBJECT: Procurement of Foreign Annual Publications

25X6

b. In the second place, we tried an "automatic" system at [] for a period of time. This involved sending a master list of annuals requirements, to which deletions, changes, and additions were referred. It soon resulted in confusion, error, duplications, and shortages. The time one might be persuaded to believe would be saved thereby was lost in the plethora of follow-ups, references, corrections, etc., we had to send after the fact. I would strongly recommend against use of the automatic concept at this time.

25X6

3. We are, conversely, considering the following as a general improvement in this area:

a. In view of the fact that foreign annuals are now ordered on a calendar year basis, even though a large number of them are not published prior to 30 June of a given year, we receive from most posts requests to reauthorize new fiscal year funds to meet outstanding orders. Some posts include requests for such funds in their annual report of unfilled orders which is requested by our Fiscal Staff. Other posts, however, report on the unavailability of the item(s) prior to the end of the fiscal year in which ordered, suggest cancellation of the order, and request reordering of the title(s) after 1 July. In either case, the end result is additional work and bother for all concerned.

b. We propose, therefore, that beginning with Fiscal Year 1964, we will submit foreign annual orders on a fiscal rather than calendar year basis. That is to say, posts will henceforth be required to procure editions of annual publications issued between 1 July and 30 June.

c. In converting to this new procedure, the posts will require and appreciate some explanation. The sample OM attached is suggested as a means of doing this.

d. Each Unit in the Foreign Section has to deal with the publishing vagaries and customs of its area of responsibility. It would be inappropriate to expect that each Unit will be required to initiate its annual renewal program on the same date, but rather within a pre-determined period of time. What we are striving for here is a consistency of effort and procedures built around a flexible framework. In order to achieve this, I would suggest the following calendar of events as workable:

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

- 3 -

SUBJECT: Procurement of Foreign Annual Publications

- 1) 1-15 May: Request for Type E runs by office
- 2) 15 May - 1 June: Send runs to offices with deadline date for submission of orders set by each Unit. In cases where offices have been notoriously delinquent in replies, it is suggested that such offices be warned that failure to meet deadline dates will mean cancellation of their orders.
- 3) 1-15 June: Send corrected runs to Machine Division, and request post and alphabetical runs.
- 4) 1-15 July: Send ordering data to posts.

4. The Chief, Foreign Section will be the central point of coordination for the Units in establishing the schedule and supervising its fulfillment. We will expect to use the IBM machine run itself, covered by appropriate OM, as the ordering vehicle for those posts which procure a considerable quantity of annuals. This procedure has already been utilized in the case of [redacted] [redacted] In all other cases, i.e. the smaller posts, we will continue to type annual requirements on OM's.

25X1

25X1

FOIAB3B

[redacted]
Chief, Acquisitions Branch

CIA INTERNAL USE ONLY